

3 ELECTRONIC DATA INTERCHANGE VIA DIAL-UP

The WISCONSIN UI WAGE NETWORK SYSTEM is provided as a service to employers who wish to utilize secure telephone data transmission of their quarterly wage record data.

THE WISCONSIN UI WAGE NETWORK DIAL-UP NUMBER: 608-267-6707 or 608-267-6745.

Specifications

The WISCONSIN UI WAGE NETWORK is available 24 hours a day, 7 days a week except for a short period each day for file backup. It is running multiple dial-up ports, and will be expanded in response to demand.

The System Operator (SYSOP) can be contacted at 608-266-0528 with questions or comments. You can also leave a message for the SYSOP on the WISCONSIN UI WAGE NETWORK via E-Mail.

To use dial up you should be familiar with PC dial-up conventions for using "Bulletin Boards" and uploading files. Any computer (such as IBM PC compatible, Apple Macintosh, Amiga, etc.) with a modem speed of at least 28,800 bits per second (bps or baud) and a communications software program can dial up our bulletin board system.

Communications programs are usually supplied free when a modem is purchased or they can be purchased separately or downloaded free from many bulletin boards or internet sites.

Some examples of communications programs are Procomm Plus (for DOS or Windows), Smartcom, Bitcom, Crosstalk, Telix, Qmodem, PC Anywhere, Appletalk, and Red Ryder.

The language that the bulletin board system uses to communicate with your communications program is known as the "protocol". Several may be used, but both the transmitting and receiving PC must be using the same protocol.

Upload Protocols for the File Upload Step:

ASCII YMODEM KERMIT
XMODEM ZMODEM

Our recommended protocol, if your communications program supports it, is Zmodem. Zmodem is one of the fastest protocols and is less subject to aborts.

For dial up you may consider using the public domain archive programs ARC, PKARC or PKZIP (available on many bulletin boards), that produce a compressed file. You can use this to send one or several files as one condensed file, saving dial-up time and operator entry. If using ARC or PKZIP, please include the suffix .ARC or .ZIP on your file name.

FILE CONTENT: Each file must be in one of the documented wage reporting formats, which include your 10 digit UI account number, quarter/year, Social Security numbers, first and last names and quarterly gross wages.

Each file may contain wage records for one or more UI account numbers with data for each account grouped together. Files with unrecognizable data will not be processed, and a rejection letter will be sent to you indicating the reason we could not process the transmitted data.

PRINTOUTS: Do not send any printouts of wage data which is transmitted via modem to our Bulletin Board System.

Dialing

Start your dial up software, for example HYPER-TERMINAL, PROCOMM or CROSSTALK.

Dial 608-267-6707 or 608-267-6745.

Once connected a "WELCOME TO THE WISCONSIN UI WAGE NETWORK" display appears.

You are asked to enter your USER-ID and PASSWORD, which you create the first time you call.

To register as a first time caller enter NEW for your USER-ID, and follow the prompts to set up your user profile.

Once you have entered your USER-ID and PASSWORD, enter MAIN MENU option F for FILE TRANSFER, E for ELECTRONIC MAIL or X to EXIT.

NOTE: You can press “X” to EXIT the current activity at any time, or “?” for HELP MENU.

New User Registration

Enter USER-ID: “NEW” as instructed.

New user sign-up is self explanatory, please read the instructions thoroughly. A series of instructions and questions guide you through the registration process. You will be asked for your name, company, address, phone number and computer type, such as Dell or APPLE.

You will then be asked to supply the USER-ID and PASSWORD that you will use in the future. Please use the first 6 digits of your UI account number or an abbreviation of your company name for your USER-ID.

Samples: 123456 or ABFOODS.

Use a PASSWORD, which is unique and easy to remember. A password is required to keep other people from using your USER-ID without your permission. The security of your account depends on no one else knowing your password. Write the above information down and store it in a secure location. If you ever have problems with your USER-ID or password, please call the SYSOP at 608-266-0528.

Once you are registered and have a USER-ID and PASSWORD, you are an existing user. The next time you dial up use the same USER-ID and PASSWORD.

Once registered, you are returned to the MAIN MENU. You can immediately proceed with MAIN MENU options F - FILE TRANSFER, E - ELECTRONIC MAIL, or X - EXIT.

File Upload

File Upload is initiated by entering MAIN MENU option “F” for File Transfer, then “U” for Upload.

You will be asked to enter the file name to be used on the WISCONSIN UI WAGE NETWORK computer. This does not have to be the same as the file name on your computer.

(We suggest you use your USERID as the file name with an extension specifying the quarter and year of your data; for example, 123456.106 or ABFOODS.106, for first quarter 2006 data.

One or more wage record files may be submitted on a single upload. If you upload several files, we suggest that you use a sequenced file suffix, such as 123456.001 and 123456.002.)

You will then be asked to specify the file upload protocol. The WISCONSIN UI WAGE NETWORK currently accepts file uploads using ASCII, XMODEM, YMODEM, ZMODEM, OR KERMIT file upload protocols.

Almost all PC dial-up programs support ASCII file upload. However, we request that you use ZMODEM if your dial-up program supports ZMODEM, because it has better error-checking ability.

At this step the WISCONSIN UI WAGE NETWORK program will state ‘Waiting for the initiation of your PC’. If you use HyperTerminal you would click on “Transfer”, then “Receive”. You are asked to specify the upload protocol (i.e. ZMODEM as above), and the name of the file to be sent to the WISCONSIN UI WAGE NETWORK.

The file upload proceeds. This may take several minutes. Your dial-up software usually will indicate the progress of the upload, and its completion. You may press CTRL-D to interrupt and cancel an upload that is underway.

When you are asked if you want to edit a description, you can type 'no' and press the Enter key, or type a description such as 'This is 1st quarter's report for ABFOODS' and press the Enter key. The UI Wage network will then log your file into the MAIN library. **Do not hang-up** until you see that the file is logged into the Main Library.

When your upload is completed, press "X" to exit to the MAIN MENU. You can then press F to upload another file, E for ELECTRONIC MAIL, or X to EXIT (hang up) from the WISCONSIN UI WAGE NETWORK.

Electronic Mail

Press menu selection "E" - ELECTRONIC MAIL, to write or read messages. You can enter questions and comments for the System Operator (SYSOP) about employer or dial-up issues. The SYSOP can reply to you, so that the next time you dial, you can read the message. You can also contact us at: wagenet@dwd.state.wi.us.

To leave a message for the System Operator, enter W-Write, specify SYSOP as the recipient and follow the instructions to type and send the message. Press 'X' to exit back to the MAIN MENU.

Corrections To Information Submitted Electronically

Replacement files will be accepted to correct wage information previously reported. Before transmitting replacement data via the Bulletin Board, please contact the SYSOP at 608-266-0528. If only a few adjustments are necessary, please do not transmit a replacement file. These adjustments can be submitted on a Wage Adjustment Report, Form UCT-7878. (See Part 8 for more information about Correcting Information Previously Reported.)